

# A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways  
Professional Services Procurement Bulletin 2015-06  
BARREN / KY 1297 / 03-8821.00

This document constitutes a Request for Proposals for Personal Service Contract from qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Department of Highways.

## **I. PROJECT DESCRIPTION**

County - BARREN  
Route - KY 1297  
Item No. - 03-8821.00  
Project Description - MAJOR WIDENING FROM DONNELLY DRIVE TO US-31E (ROGER WELLS) IN GLASGOW AND WIDEN DONNELLY DRIVE. (14CCN)

## **II. PROJECT INFORMATION**

Project Manager - Andrew Stewart, P.E.  
User Division - Highway Design  
Approximate Fee - \$875,000 Preliminary Engineering & Final Design (Lump Sum)  
Project Funding - State Funds (SPP)  
Project Length - Approximately 1.721 miles

## **III. PURPOSE AND NEED**

KY 1297 (Cleveland Avenue) is currently an urban collector street connecting the commercial activities along US 31E in Glasgow and the future western segment of the Glasgow Outer Loop and the Nunn Cumberland Parkway. This narrow two-lane roadway with no shoulders currently provides access to activities in the adjacent industrial park, a large residential neighborhood, and Red Cross Elementary as well as the recreational activities at the nearby soccer complex.

The purpose of this project is to improve the safety and mobility for the movement of people and freight along KY 1297.

## **IV. DBE REQUIREMENT**

None

## **V. SCOPE OF WORK**

The selected consultant will be required to provide engineering services to perform Preliminary

Engineering and Final Design for roadway and structure design. Preliminary Engineering includes line and grade plans, traffic engineering analysis as per Design Memo 03-11, preliminary drainage, and cost estimates. Final Design includes, at a minimum, preparation of drainage design, right-of-way plans, construction plans including storm water construction and post construction Best Management Practices (BMP), signing and pavement marking plans, traffic control plans, final cost estimates, and an anticipated construction schedule.

## **VI. SPECIAL INSTRUCTIONS**

The Department may retain any of the advertised services to be performed by in-house state forces.

Instructions for Response to Announcement can be found at:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

## **VII. AVAILABLE STUDIES**

[Data Needs Analysis \(DNA\) Study](#)

## **VIII. METHOD OF DESIGN**

The selected Consultant shall utilize the most recent CADD Standards for Highway Plans Policy in the development of the highway plans.

## **IX. ENVIRONMENTAL**

KYTC will provide environmental services for this project anticipated to be an Environmental Overview. The Consultant will be responsible for providing any necessary exhibits or plans needed by the Department for the assessment.

## **X. PHOTOGRAMMETRIC SERVICES**

The Department will be responsible for obtaining the aerial photography and will furnish manuscripts on computer disks in DGN format. The selected consultant will be required to collect additional information by conventional survey methods.

## **XI. STRUCTURE DESIGN**

The Consultant shall provide the necessary engineering service to submit an Advanced Situation Folder(s) to the KYTC for the appropriate applicable structure(s). The Structure Design will be performed by the Department. Prequalification in the area of structure design is not required to be identified in the consultant's Response to Announcement.

## **XII. GEOTECHNICAL SERVICES**

The Department will provide all Geotechnical Services required for the project.

## **XIII. TRAFFIC**

The Traffic projections and related information will be provided by the Department.

#### **XIV. RIGHT OF WAY**

The selected Consultant shall identify property owners within the project limits. Property owner information shall be shown on the plans along with existing right of way and property lines. Right of way summary sheets shall be provided with the Preliminary Line & Grade submittal showing areas of taking for each alignment alternative.

#### **XV. UTILITIES**

The Consultant will be responsible for identifying the existing locations of utilities. The Department will be responsible for coordination with utility companies and cost estimates for relocations.

#### **XVI. PREQUALIFICATION REQUIREMENTS**

To respond to this project, the proposed consultant must be prequalified for the following by the response due date of this advertisement:

##### ROADWAY DESIGN

- Urban Roadway Design
- Surveying

#### **XVII. PROCUREMENT SCHEDULE**

- Advertisement Date – Tuesday, December 9, 2014
- Response Due - Wednesday, January 14, 2015 by 4:30pm (Frankfort time)
- First Selection - Tuesday, January 20, 2015
- Final Selection - Tuesday, February 3, 2015
- Pre-Design Conference - Tuesday, February 10, 2015
- Fee Proposal Due - Thursday, February 19, 2015
- Contract Negotiations - Tuesday, February 24, 2015
- Notice to Proceed - Wednesday, March 25, 2015

#### **XVIII. PROJECT SCHEDULE**

ALTERNATIVE ALIGNMENTS REVIEW MEETING • Thursday, October 1, 2015

PRELIMINARY LINE AND GRADE • Wednesday January, 20, 2016

FINAL JOINT INSPECTION • Wednesday, December 7, 2016

RIGHT-OF-WAY/UTILITY PLANS • Tuesday, January 31, 2017

FINAL PLANS • Wednesday, August 15, 2018

## **XIX. EVALUATION FACTORS**

Consultants will be evaluated by the selection committee based on the following, weighted factors:

1. Relative experience of consultant personnel assigned to project team with highway project for KYTC and/or federal, local or other state governmental agencies. (15 Points)
2. Capacity to comply with project schedule. (15 Points)
3. Past record of performance on projects similar in type and complexity. (15 Points)
4. Project approach and proposed procedures to accomplish the services for the project. (20 Points)
5. Consultant's offices where work is to be performed. (2 Points)

For state-funded projects, if a Selection Committee vote results in a tie between two (2) firms, one (1) of which will perform more of the work tasks in Kentucky than the other, then the former firm shall be ranked one (1) place ahead of the latter.

## **XX. SELECTION COMMITTEE MEMBERS**

1. Andrew Stewart, PE, User Division
2. Travis Carrico, PE, User Division
3. Travis Thompson, PE, Secretary's Pool
4. Jill Asher, PE, Secretary's Pool
5. Gregory Walker, Governor's Pool

**XXI. AREA MAP**

